



Title 21 Vacancy Announcement
U.S. Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Drug Evaluation and Research (CDER)
Office of Executive Programs (OEP)
Division of Advisory Committee and Consultant Management (DACCM)

Application Period: September 3, 2024- October 2, 2024

Area of Consideration: United States Citizenship is required. You must be a U.S. Citizen or U.S. National. Foreign nationals or legal permanent residents are not eligible for consideration.

Position: Deputy Division Director

Series: AD-0601

Location(s): Silver Spring, Maryland

Salary: Starting at \$163,964

Work Schedule: Full Time

Full Performance Band Level: Band E

Cures Band(s): Band E

Travel Requirements: 25% or less

Bargaining Unit: 8888

Relocation Expenses Reimbursement: You may qualify for reimbursement of relocation expenses in accordance with agency policy.

This position is being filled under a stream-lined hiring authority, Title 21, Section 3072 of the 21st Century Cures Act. The candidate selected for this position will serve under a career or career-conditional appointment and be paid under the provisions of this authority.

Additional information on 21st Century Cures Act can be found here:

[**21st Century Cures Act Information**](#)

Introduction

The Food and Drug Administration (FDA) is the regulatory, scientific, public health and consumer protection agency responsible for ensuring all human and animal drugs, medical devices, cosmetics, foods, food additives, drugs and medicated feeds for food producing animals, tobacco and radiation emitting devices safe, and effective.

The mission of the Center for Drug Evaluation and Research (CDER) is to perform an essential public health task by making sure that safe and effective drugs are available to improve the health of people in the United States. CDER regulates over-the-counter and prescription drugs, including biological therapeutics and generic drugs.

The Office of Executive Programs oversees a variety of Center-wide programs, including executive project management, the Center's executive secretariat function, scientific advisory committees, training and development, CDER's ombudsman, and program and administrative management.

The Division of Advisory Committee & Consultant Management (DAACM) supports the FDA advisory committees by directing and managing center programs surrounding special government employees (SGE). These employees either serve as scientific consultants or advisory committee members. DACCM also serves as a scientific liaison between medical and scientific industry and the private sector and provides counsel and coordination on the use of advisory committees, scientific consultants, and relevant resources.

Duties/Responsibilities

As **Deputy Division Director** of the Division of Advisory Committee and Consultant Management (DACCM), the incumbent shares fully in the duties and responsibilities of the DACCM Division Director. In this capacity:

- The incumbent exercises full, delegated management and administrative authority and assumes responsibilities of the Director in his absence.
- In conjunction with the DACCM Director, directs and coordinates the work of the staff, directly or through one or more subordinate supervisor to ensure effective operation of the advisory committee, consultant, and public scientific symposia programs. Provides centralized oversight, guidance, support, and consistency in implementing the Federal Advisory Committee Act (FACA governs the operation of Federal advisory committees and emphasizes public involvement through open meetings and reporting) within DACCM, or policy decisions and determinations made by the DACCM Director and higher level managers of the Centers.
- Assists DACCM Director in organizing work, establishing priorities, and administering DACCM operations. This includes operating through the subordinate staff to render guidance on policy and administrative matters and taking responsibility for the productivity of the DACCM and quality of work products within the DACCM.
- Exercises specific delegated authority on an ongoing basis for a variety of functions and projects, and performs or directs such special assignments for the Director. These assignments are often of urgent, complex, and or unprecedented. They may require creative solutions to address regulatory, legal, and scientific aspects of the assignment. Assignments may have extensive industry, public and press participation. Many of the Division's activities must be coordinated with the Office of the Secretary (DHHS), General Services Administration (GSA), and United States Office of Management and

Budget (OMB).

- Identifies and assesses emerging, standing, complex, or precedent-setting issues which impact Center policies, procedures, and resources. Frequents committee meeting which the Director has oversight when schedules overlap. The incumbent must remain vigilant of circumstances that trigger the need for action to address this overlap and take action such as informing the appropriate stakeholders or adjusting meeting logistics on their own initiative when necessary. Advisory committee operations are highly fluid and require both structure and flexibility.

Supervisory Responsibilities: Provides occupational specific technical and administrative direction and supervision 25 percent or more of the time to subordinate supervisors and staff that perform the work and functions of the organizational unit. Ensures the programs goals, objectives, work plans, and products are in accordance with the organization’s strategic plan, mission, vision, and values. Obtains resources, identifies strategic objectives, and establishes goals for the program. Establishes priorities and administers Advisory Committee operations. This includes rendering guidance on policy and administrative matters and taking responsibility for the productivity and quality of work products within the staff.

Conditions of Employment

- U.S. Citizenship requirement or proof of being a U.S. National must be met by closing date.
- Employment is subject to the successful completion of a background investigation, verification of qualifications, completion of onboarding forms, submission of required documents, and any other job-related requirement before or after appointment.
- Applicants must meet all qualification requirements by the closing date of this announcement.
- Direct Deposit: You will be required to have all federal salary payments electronically deposited into a bank account with a financial institution of your choice.
- FDA participates in e-Verify: All new hires must complete the I-9 form; this information will be processed through e-Verify to determine your employment eligibility. If a discrepancy arises, you must take affirmative steps to resolve the matter.
- Males born after December 31, 1959 must be registered with the Selective Service.
- One-year *supervisory* probationary period may be required.
- Financial Disclosure may be required.
- Ethics Clearance may be required.
- Background Investigation/Security Clearance is required. All employees must pass a security investigation. Failing to pass the background check may be grounds for removal or legal action. If hired, you may be subject to additional investigations at a later time.

Qualifications

To be placed into a Cures position, candidates must meet the following criteria:

1. Scientific, Technical, and Professional Fields

2. Qualified and Outstanding Candidates

- a. **Qualified** applies to all candidates for Cures appointments. The FDA OTS will use the basic requirements defined in the [OPM Qualification Standards](#) as a baseline for comparing experience levels and other candidate attributes for relevant positions.
- b. **Outstanding** candidates can be defined by existing outstanding work experience, outstanding performance rating, or both.

In order to qualify for this Title 21 Cures position, the candidate(s) must meet the following **required** qualifications. *Please note: Additional education and experience listed that is not indicated as required is preferable and desired. Candidates who do not meet the “desired” criteria will not be excluded from consideration for this position.*

Education Requirement:

General Medical and Healthcare Series, 0601: Bachelor’s or graduate/higher level degree: major study in an academic field related to the medical field, health sciences or allied sciences appropriate to the work of the position. This degree must be from an educational program from an accrediting body recognized by the U.S. Department of Education at the time the degree was obtained.

Desired Skills and Experience:

- Knowledge of the Federal Advisory Committee Act.
- Knowledge of the Federal Food, Drug, and Cosmetic Act.
- Knowledge of the Federal Conflict of Interest Statutes.
- Demonstrated ability to work collaboratively across organizational boundaries.
- Demonstrated skill in the analysis, evaluation, and interpretation of complex Federal statutes and regulations.
- Demonstrated ability to identify and analyze problems; weigh relevance and accuracy of information; generate and evaluate alternative solutions; and make recommendations to senior leadership.
- Demonstrated experience in organizational change management.
- Demonstrated experience in project or program management within an organization of similar size, or scope of significance in mission/impact on delivery of services/program goals.
- Demonstrated experience leading or supervising staff.

Education Transcripts

SUBMITTING YOUR TRANSCRIPTS: Positions which are scientific or technical in nature often have very specific educational requirements. A transcript is required to verify educational achievement. Pay careful attention to the Qualifications and Education sections to identify vacancies where a transcript is required. Even if you hold a similar position or are a current FDA employee, you are not exempt from transcript requirements.

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For more information about this requirement, please visit the [U.S. Department of Education website for Foreign Education Evaluation](#).

Security Clearance Requirements

Background Investigation/Security Clearance Requirements: Non-Sensitive- High Risk

If not previously completed, a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security investigation or supplemental investigation may be required later. Applicants are also advised that all information concerning qualification is subject to investigation. False representation may be grounds for non-selection and/or appropriate disciplinary action.

Ethics Clearance Requirements

This position may require financial disclosure reporting and will be subject to FDA's prohibited financial interest regulation. If you are hired, you may be required to divest of certain financial interests. You are advised to seek additional information on this requirement from the hiring official before accepting any job offers. For more information, please visit the FDA Ethics web page: <https://www.fda.gov/about-fda/jobs-and-training-fda/ethics>.

Equal Employment Opportunity

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

Reasonable Accommodation

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly.

Determinations on requests for reasonable accommodation will be made on a case-by-case

basis. A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when: An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job. An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace. An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events. You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis. Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).

E-Verify

The Food and Drug Administration participates in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). E-Verify helps employers determine employment eligibility of new hires and the validity of their Social Security numbers.

How to Apply

Submit resume or curriculum vitae with cover letter by **October 2, 2024**, to: CDER-OCD-OEP-Hires@fda.hhs.gov. Candidate resumes may be shared with hiring official within the Center for Drug Evaluation and Research (CDER) with a similar job vacancy. Candidates can opt out of this process by annotating resume with “do not share”.

Announcement Contact

For questions, please contact CDER-OCD-OEP-Hires@fda.hhs.gov. Please reference Job ID: **Deputy Division Director** in the email subject line.

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